Weekly - Petty cash /expense card statement.

Name	K Suneel Kumar	Statement date	22-08-2025 Card No.4629 5254 2716 5724
Prepared by	K Suneel Kumar	Sign	SK
From period	16-08-2025	To period	21-08-2025

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	NGH	NGH	Toner refilling	650	☐Y ☐N	☐Y ☐N
2.	NGh	NGH	Laptop repairing	3000	☐Y ☐N	☐Y ☐N
3.					☐Y ☐N	☐Y ☐N
4.					☐Y ☐N	☐Y ☐N
5.					☐Y ☐N	☐Y ☐N
6.					☐Y ☐N	☐Y ☐N
7.					☐Y ☐N	☐Y ☐N
8.					☐Y ☐N	☐Y ☐N
9.					☐Y ☐N	☐Y ☐N
10.					☐Y ☐N	☐Y ☐N
11.	Total			**3650**		

Amount to be credited by	☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c. ☐ Other:			
Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign:	SK			
Date:				

Notes: 1. Scanned copy of this statement to be submitted before every Friday 2pm. 2. Original vouchers to be attached to this statement and send to respective accountant by Monday. 3. Accountants to make payment on receipted of scanned statement on Saturday. 4. If original statement with vouchers of last week is not received withhold further payment and salary. 5. Employee must maintain photocopy of all bills/vouchers for 3 months. 6. Division manager and accounts manager approval required for expenses of over 2,000/- per week. MDs approval is required for expenses of over 10,000/- per week

V-IT CONSUMABLES AND SPARES

(A ONE STOP SOLUTION)

INVOICE/ CASH BILL

Sellers Name :	M/S.V-IT CONSUMBALES AND SPARES	Date	18/08/25
Address :	CHAPPAL BAZAR , KACHIGUDA.	INVOICE NO	1718
Telephone No :	9246215868	UDYAM REGISTRATION NUMBER UDYAM-TS-02-0006461	
Buyer's Name :	M/S. MODI REALITY POCHARAM LLP,		
Address :	5-4-187/2, SOHAM MANSION, MGRD , SECBAD.		

Terms of Sale

S.No.	DESCRIPTION OF GOODS	Qty	Rate	Value (Rs.)
1)	REFILLING OF TONERS 12A	01	225.00	225.00
2)	LASER TONER DRUM 12A	01	325.00	325.00
3)	EPSON M 205 PRINTER BASE UNIT PASTING/ SEPARATION PADS			
4)	LASER TONER BLADE 12A	01	100.00	100.00
5)	LASER TONER PCR			
6)	LASER TONER MAGNET			
7)	HP1020 PRINTER TEFLON SHEET AND PRESSURE ROLLER REPLACEMENT & SERVICE CHARGES			
8)	HPQ2612A LASER TONER CARTRIDGE NEW- COMPATIBLE			
9)	CANON MFP244DN DUPLEX PRINTER TELFON SHEET AND PRESSURE ROLLER REPLACE WITH SERVICE			
			TOTAL	650.00

FOR M/S.VIT CONSUMABLES AND SPARES

V-IT CONSUMABLES & SPARES HYD

AUTHORISED SIGNATORY

D.NO:3-3-66/303 SAI SHIKARA HEIGHTS, CHAPPAL BAZAR, KACHIGUDA, HYDERABAD-500027 - CALL@9246215868

INWARD

Inward No: 211 Dt: 20/8/25

GRN No: Dt:

Received By: Sign:

INVOICE

SC SILICON COMPUTERS

#2, Block 19, Baglingampally,
Hyderabad - 44. Mobile: **901 082 0929**

Date: 19/8/25

No.: 617

M/s. Modi realty Pocharam LLP

Sl.No.	Description	Qty.	Rate	Total ₹	
1.	Acer aspire laptop repairing Charges	1		3000	00
	TOTAL			3000	00

Rupees in words:

for SILICON COMPUTERS